MINUTES
Meeting of the Business School Executive Committee (EXCO) held on 16 Sept 2020

Present

Prof J Meyer (JM – chairperson)

Prof A Smit (AS)

Prof R Lotriet (RL)

Prof C Botha (CB)

Dr J Jordaan (JJ)

Dr J Lekunze (JL)

Mr M van den Bergh (MvdB)

Appologies

Refer to item 1.1

Secretariat service

Ms M Moolman (MM)

	ACTIVITY	ACTION	TIME FRAME
1.	**OPENING AND WELCOME** The chairperson welcomed all present and RL open with prayer.		
1.1	Apologies JvR is on study leave for the week 14-18 Sept 2020 and LN is on study leave till end Nov 2020.		
1.2	Personalia None		
2.	**DETERMINATION OF THE AGENDA** The agenda was approved with the addition of the following item: Item 7.3 SAQA unit standards feedback – MvdB		
3.	**CONFIRMATION OF MINUTES: 6 September 2020** Minutes for the meeting held 6 September 2020: AS proposed the acceptance of the minutes and RL seconded.	AS / RL	
3.1	**Matters arising from previous minutes**		
3.1.1	MBA student request Kegkoane S - RL The meeting approved the student request for Kegkoane S.	MM	
3.1.2	PGDip fees - JJ The following aspects were noted:	JJ	

	• We are looking at offering distance PGDip students access to contact classes and giving contact students some distance information in the future. • This would not affect contact or distance registrations in 2021, but in future we might merge them into a single blended mode, pending approval by DHET.		
3.1.3	Professor of Practice – CB / JL CB & JL to provide feedback at next EXCO.	JL / CB	
4.	**STANDING MATTERS**		
4.1	**Feedback from previous meetings – JM** Feedback from T&L Committee that Schools 'are to check and ensure that all inactive modules are removed from DALRO listing. Also BS APP document was submitted to Prof Sonia Swanepoel.	JM	
4.2	**Teaching & Learning**		
4.2.1	CTL mid-year report 2020 – JM Document was circulated for notice.		
4.2.2	2020 Mid-year report on Milestones within the DVC TL Office & 8 TL Support Units – JM Document was circulated for notice.		
4.2.3	Mid-year Progress Report Language Directorate 2020 – JM Document was circulated for notice.		
4.2.4	2020 Universum Talent Research Partner Report 2020 – JM Document was circulated for notice.		

4.2.3	**MBA**		
4.2.3.1	MBA student request Andrease ZW – RL Student request for Andrease ZW was approved.	RL / MM	
4.2.3.2	MBA student request Grobler J – RL Student request for Groble J was approved.	RL / MM	
4.2.3.3	MBA student request Tsibolane FT – RL Student request was not approved and student will be blocked on system due to non-performance. The meeting support that student can apply again in 2021 and credit will be given for the subjects already passed.	RL / MM	
4.2.3.4	Contact sessions - RL Investigation the possibility of a last class contact session is still ongoing.	RL	
4.2.3.5	Staff budgeting - RL The meeting take note of the inputs RL made to the temp budget for 2021.		
4.2.3.6	Academic calendar 2021 – RL Concerns were raised about 2021 academic calendar. The meeting suggest that we formulate a proposal with our requirements & needs for the next T&L meeting in School.	JM	
4.2.3.7	MBA feedback lecturer meeting – RL It was noted that good discussions took place during the MBA meeting.		
4.2.4	**PGDip**		

4.2.4.1	PGDip admin meeting feedback - JJ The following aspects were noted: • PGDip applications are down from 2020. • We are keeping applications open for MBA & PGDip until January to counter this, except for RPL applications which close at the end of September. The meeting supports the idea of JJ requesting Jake Media to do another PGDip campaign for 2021 registrations.	JJ / MM	
4.2.4.2	PGDip temp staff – JJ The following aspects were noted: • Wendy Smit contract expires end of Sept and needs to be renewed. Also the marker who assist with marking on the PGDip. • A formal request and motivation by Programme Leader needs to be done. JJ to provide formal motivation at next EXCO.	JJ	
4.3	**Research and Innovation**		
4.3.1	Feedback HDC meeting - JL The following aspects were noted: • Approximately 70 titles and external markers were approved. • Issues raised with appointing a sole external supervisor/promoter from without and internal co were discussed.		
4.3.2	Feedback R&I meeting – JL The following aspects were noted: • MBA process flow and research activities report were approved. • It was agreed that we must continue to manage our eternal supervisory appointments and there is no need for a FEMS guideline to micromanage that.		

4.3.3	Continuity of supervision / promotion after study retired of leave the BS – JL The following aspect was noted: • Any external supervisor must have a co supervisor from within the School.		
4.4	**Ethics**		
5.	**Autonomy**		
6.	**Strategic International Partners**		
7.	**Executive Education**		
7.1	SBAB Weekly Debtor Control - MvdB The following aspects were noted: • The SBAB outstanding debtors have increased slightly with 0.44% (R 7 174 increase) from the previous week. • The outstanding amount is now R1 641 437m. • Janine Erasmus is doing an outstanding job with the credit notes, but the delay is with Debtors due to a backlog caused by COVID. • The revenue has increased with 0.71% (R 6 000 increase) an is at R 846 038 in total. • The Botswana account remains a problem, but promises of payments were made.		
7.2	Finances SOF3 - MvdB The following aspect was noted: • It is crucial to have operational autonomy as resource funds are used to cover budget deficits by NWU.		
7.3	SAQA unit standards feedback – MvdB The following aspects were noted: • After a follow-up from UCE, it was found that the responsible contracted agents' services were terminated. Even though SLPs were earmarked for US conversion, none were successfully converted.		

	• UCE has however appointed a previous employee, Fiona de Beer, who is currently busy with a formal program conversion. • UCE has indicated that they will follow the same strategy to develop SLPs, but no precise dates were provided. A budget for NWU BS 2021 will be drafted to make provision for the continuation of the project for the NWU BS.	MvdB	
8.	**Quality**		
8.1	Distinctiveness – AS The following aspect was noted: • We need to make sure that everyone has consensus about our distinctiveness. A document with some distinctive elements was send to colleagues and feedback must be given to AS before end of business on 16 September 2020.	All	
8.2	BS TOR different committees – AS Colleagues are requested to send the latest TOR of all NWU BS committees through to AS latest 17 September 2020.	All	
9.	**People and Culture**		
10.	**BS Finances**		
11.	**Corporate Marketing**		
12.	**School Board Meeting**		
13.	**HIRA Covid19**		
14.	**NEW MATTERS**		
15.	**CLOSURE** The chairperson thanked all present and closed the meeting at 10:30. Date of next meeting 23 Sept @ 09:00.		